

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 22, 1982

ALL-COUNTY INFORMATION NOTICE I-32-82

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING - DPA 266, FRAUD INVESTIGATION ACTIVITY

REFERENCE: DIVISION 26, SECTION 26-230

This All-County Information Notice transmits the revised DPA 266, Fraud Investigation Activity Report and Instructions. The revisions were made to include data required by the Federal Government, to qualify rejected requests and to reduce and simplify reporting elements. The revisions made are as follows:

1. Part A, Section I, Item 4b - Added sub-items to qualify rejected requests. (Section 26-230.20, Item 4b (1) and (2) in the revised DSS Statistical Manual.)
2. Part A, Section II, Items 6a and 6b - Deleted.
3. Part B, Item 4 - Added "Charge Pleaded" (4c) as a sub-category under "Dispositions".
4. Part D - Added "Persons Disqualified". This is added to comply with new Federal data requirements.
5. Part E - Changed to Part "F" due to the addition of "Persons Disqualified". Staffing will now be reported MONTHLY instead of quarterly and only the "Investigator" category is used. All time conducting welfare fraud investigations will be reported in this category.
6. Columns (4) and (5), General Relief and Other Aid Programs, respectively, have been combined and are now Column (4) All Other Programs.

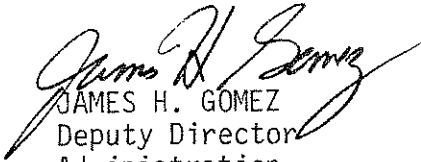
Also, beginning with the next quarter (April 1, 1982), a joint AFDC/Food Stamp investigation will be counted as ONE AFDC investigation AND ONE Food Stamp investigation and will be tracked throughout the DPA 266 as two separate investigations as long as an accusation of violation of both programs is being actively investigated. When the violation of

one of the programs is no longer being investigated, that investigation shall be disposed of and recorded in the appropriate line on the DPA 266. The remaining investigation shall remain open until the appropriate disposition occurs.

The use of the revised report is effective for the April 1982 report month. A manual letter is being processed and will be distributed at a later date. Revised DPA 266 forms will be available next month. In the meantime, please duplicate the attached copy to meet your needs.

If you have any questions regarding the form or instructions, please contact Ginger Simpson at (916) 445-3645 or (ATSS) 485-3645.

Sincerely,

  
JAMES H. GOMEZ  
Deputy Director  
Administration

Attachments

cc: CWDA

# FRAUD INVESTIGATION ACTIVITY REPORT

Special Investigation Unit (SIU) Placement:

☐ County Welfare Departments Office

☐ District Attorney's Office

Statistical Services Branch  
744 P Street, Mail Station 12-81  
Sacramento, California 95814

COUNTY

FOR MONTH ENDING (MONTH, DAY, YEAR)

## PART A. INVESTIGATION ACTIVITY

ITEM	TOTAL (1)	AFDC (2)	FOOD STAMPS (3)	All Other Programs (4)
SECTION I. INVESTIGATION REQUESTS	3	4	5	6
1. Pending beginning of this month (Part A, Item 5 last month, or explain)	7	8	9	10
2. Total requests received during month (Sum Item 2a through 2j)	11	12	13	14
a. Earnings clearance system (ECS)	15	16	17	18
b. Other unreported income	19	20		
c. No deprivation	21	22	23	24
d. Unreported resources/assets	25	26	27	28
e. Family (household) composition	29	30		
f. Misuse	31	32	33	34
g. Duplicate (multiple) aid	35	36	37	38
h. Forgery	39	40	41	42
i. Intake investigations	43	44	45	46
j. Other	47	48	49	50
3. Total requests available during month (Item 1 plus 2)	51	52	53	54
4. Total number of requests processed during month (Item 4a plus 4b)	55	56	57	58
a. Number of requests accepted during month	59	60	61	62
b. Number of requests rejected during month	63	64	65	66
1. Inappropriate Referral	67	68	69	70
2. Investigation Not Warranted	71	72	73	74
5. Total requests pending at end of month (Item 3 minus 4)	75	76	77	78
SECTION II. INVESTIGATION CASELOAD				
6. Pending beginning of this month (Part A, Item 10 last month, or explain)	79	80	81	82
7. Number of requests accepted during month	83	84	85	86
8. Total investigations available during month (Item 6 plus 7)	87	88	89	90
9. Total investigations completed during month (Sum Item 9a through 9g)	91	92	93	94
a. Accepted by district attorney	95	96	97	98
b. Restitution/Administrative closure	99	100	101	102
c. Denials/Discontinuances	103	104	105	106
d. Allegation unsubstantiated	107	108	109	110
e. Insufficient evidence	111	112	113	114
f. Expiration of statutes	115	116	117	118
g. Other	119	120	121	122
10. Total investigations pending at end of month (Item 8 minus 9)	\$ 123	\$ 124	\$ 125	\$ 126
11. Restitution arranged (Dollar amounts)				

PART B. DISTRICT ATTORNEY A		VITY		TOTAL	AFDC	FOOD	All Other
ITEM		(1)	(2)	(3)	(4)	(5)	(6)
		127	128	129	130		
1. Referrals pending beginning of this month . . . . . (Part B, Item 5 last month, or explain)		131	132	133	134		
2. Referrals accepted during month . . . . .		135	136	137	138		
3. Total referrals available during month . . . . . (Item 1 plus 2)		139	140	141	142		
4. Total dispositions during month . . . . . (Sum item 4a through 4h)		143	144	145	146		
a. Convictions . . . . .		147	148	149	150		
b. Administrative Action . . . . .		151	152	153	154		
c. Charge Pleaded . . . . .		155	156	157	158		
d. Dismissals . . . . .		159	160	161	162		
e. Acquittals . . . . .		163	164	165	166		
f. Declinations . . . . .		167	168	169	170		
g. Expiration of statutes . . . . .		171	172	173	174		
h. Other . . . . .		175	176	177	178		
5. Totals referrals pending at end of month (Item 3 minus 4) . . . . .		\$ 179	\$ 180	\$ 181	\$ 182		
6. Restitution arranged/ordered (dollar amounts) . . . . .		183	184	185	186		
7. Fines/Forfeitures (dollar amounts) . . . . .		\$	\$	\$	\$		
PART C. COMPLAINTS ISSUED		187	188	189	190		
1. Total criminal complaints filed during month . . . . .		191		192			
PART D. PERSONS DISQUALIFIED							
1. Persons disqualified during month as a result of fraud prosecutions . . . . .		193		194			
2. Administrative disqualification during month . . . . .							
PART E. COLLECTIONS		\$ 195	\$ 196	\$ 197	\$ 198		
1. Total collected during month (dollar amounts) . . . . .							
PART F. STAFFING (Report Monthly)		199	200	201	202		
1. Investigators . . . . .							
PART G. (For use upon instructions from DSS only)		203	204	205	206		
PART H. COMMENTS:							

PERSON AUTHORIZED BY DIRECTOR TO COMPLETE REPORT:

NAME	TITLE	TELEPHONE NUMBER	DATE
		( ) - Ext.	

	STATISTICAL REPORTS	
Handbook	REPORTS - PUBLIC ASSISTANCE	26-230

26-230	FRAUD INVESTIGATION ACTIVITY REPORT (Form DPA 266)	26-230
26-230.01	CONTENT	26-230.01

Fraud Investigation Activity Reports provide monthly data on cases where reasonable grounds to suspect fraud has resulted in a referral for special investigation to the SIU or person designated to coordinate such referrals with the District Attorney or prosecuting authority, as well as cases independently acted upon by the Investigative Units. Form DPA 266 covers Aid to Families with Dependent Children (combined FG, U, and FC programs), Food Stamps, and All Other Aid Programs case investigations. The form provides basic data on requests for investigation, cases referred to the County District Attorney, dispositions of cases by County Welfare Departments and county district attorneys, dollar amounts of restitutions arranged/ordered and collected, dollar amounts of fines/forfeitures imposed, criminal complaints filed by County District Attorneys, and monthly staffing reports for the investigators.

26-230.02	PURPOSE	26-230.02
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National and state emphasis on investigation and prosecution of persons who attempt to receive and who receive public assistance fraudulently require substantial attention by County Welfare Departments and County District Attorneys. The Fraud Investigation Activity Report will show the amount of activity in each administrative unit and will be used (a) to evaluate the effect of the recipient fraud policies generally; (b) to arrive at some judgments on the effectiveness of local agencies in applying the policies; and (c) to

26-230.01 CONTENT (Continued)

26-230.01

plan with local agencies on any needed changes.

26-230.03 DISTRIBUTION

26-230.03

Information collected on the Fraud Investigation Activity Report (DPA 266) is used to prepare the federally required Semi-Annual Recipient Fraud in Public Assistance Programs Report (SSA 4110) and the annual USDA Program and Budget Summary Statement (FNS 366B). In addition, this data is used in the Department of Social Service (DSS) Fraud Investigation Report (Series PA-4), published quarterly, the Welfare Fraud Comparison Report, published Semi-annually and other special reports for the Administration and the Legislature.

26-230.04 DUE DATE

26-230.04

The County Welfare Department is responsible for insuring that this report is fully completed. In counties where portions of this report are completed by other county agencies, this report shall be reviewed and validated prior to transmittal to the Statistical Services Branch. Reports are to be received in Sacramento on or before the twelfth working day of the month following the end of the report month. Send reports to:

Department of Social Services  
Statistical Services Branch  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

26-230.10 INSTRUCTIONS

26-230.10

26-230.11 INSTRUCTIONS FOR COLUMNS

26-230.11

Column No. 1, Total. Total number for each line item shall equal the sum of columns 2, 3 and 4, for PARTS A through F or explain in Part H COMMENTS.

26-230.11 INSTRUCTIONS FOR COLUMNS (Continued)

26-230.11

Each case of suspected fraud shall be reported in one of the following columns. The case shall be tracked from its original column coding in Part A regardless of any primary aid group change resulting from the investigation. A column shift is allowed in Parts B through D.

Column No. 2, AFDC. Report Activity for all Aid to Families with Dependent Children cases (FG, U, and ~~FC~~ ). In those instances where the suspected fraud affects both an AFDC cash grant and a Food Stamp case, the activity shall be reported as one case in each category.

Column No. 3, Food Stamps. Report activity on Food Stamp cases where the suspected fraud affects Food Stamps only and not the cash grant, if any, except where the suspected fraud affects both a General Relief and a Food Stamp case, in which case the investigation activity shall be reported as one case in both the Food Stamp column and the All Other Programs column.

Column No. 4, All Other Programs. Report activity on all other programs including, but not limited to: both General Home Relief and Miscellaneous General Relief, SSI/SSP, Special Circumstances, Interim Assistance, and Guide Dog Allowance. In those instances where the suspected fraud affects both General Relief and Food Stamps, report one case in each category. All entries in this column must be identified by program in Part H. COMMENTS.

26-230.20 PART A. INVESTIGATION ACTIVITY

26-230.20

This part of the report provides information on investigation requests and investigation caseload activity.

## SECTION I: INVESTIGATION REQUESTS

This section provides information on the volume of requests for investigation, and the number accepted, rejected, or pending processing. An allegation of suspected fraud is a request for investigation until the supervising investigator, or the equivalent, accepts the request with the intention of assigning it to an investigator.

Item 1. Pending Beginning of this Month - Enter the total number of investigation requests pending acceptance or rejection from last month. This item should agree with Part A, Item 5 of the prior month's report. If not, enter correct data in item 1 of the current report and note the reason for the discrepancy in Part H, COMMENTS.

Item 2. Total Requests Received During Month - Enter the total number of requests for investigation received during the report month. Line sub-items "a" through "j" break the total down by primary element. Multiple element requests shall be coded by the element potentially causing the largest overpayment. Eligibility elements receive priority over grant level elements. Example: The request for an investigation alleges an absent parent is still in the home. In an AFDC Family Group case, the request shall be coded "No Deprivation".

- a. Earnings Clearance System - Enter the total number of requests emanating from an ECS 155.
- b. Other Unreported Income - Enter the total number of unreported income requests not initiated by the Earnings Clearance System. A non-ECS allegation of full-time employment by a "35" AFDC case shall be coded "no deprivation".
- c. No Deprivation - (AFDC only) Enter the total number of requests for an investigation alleging a specific basis of deprivation does not exist.

26-230.20 PART A. INVESTIGATION ACTIVITY (Continued)

- d. Unreported Resources/Assets - Enter the total number of requests concerning concealed or misreported assets/resources such as real/personal property, bank accounts, cash, stocks, bonds, etc.
- e. Family (Household) Composition - Enter the total number of requests based on allegations that the FBU (household) members are not in the home or not eligible for inclusion in the grant. Example: AFDC child not in the home, not a full-time student, or the household is receiving food stamps for three when the Food Stamp household is two.
- f. Misuse - (AFDC only) Enter the total number of requests based on allegations involving violations of Welfare and Institutions Code Section 11480.
- g. Duplicate (Multiple) Aid - Enter the total number of requests for an investigation alleging an individual, or group of individuals, are receiving aid under two or more case numbers, in one or more districts, counties or jurisdictions (states).
- h. Forgery - In those counties where the welfare investigators handle forgery investigations, enter the total number of forgery investigation requests. In those counties where welfare investigators do not handle forgery investigations, enter "NAP" in this item line.
- i. Intake Investigations - Enter the total number of requests initiated through "preventive fraud" programs, or where the intake case does not have a specifically identifiable allegation element.
- j. Other - Enter the total number of other requests, please identify the allegations in Part H. COMMENTS.

26-230.20 PART A. INVESTIGATION ACTIVITY (Continued)

26-230.20

Item 3. Total Requests Available During Month - Enter the sum of Item 1 plus Item 2.

Item 4. Total Number of Requests Processed During Month - Enter the sum of sub-items "a" and "b".

a. Number of Requests Accepted During Month - Enter the total number of requests for investigation that were accepted during the report month. "Accepted" means those requests that are retained in the SIU or its equivalent with the intent of assignment to a field investigator.

b. Number of Requests Rejected During Month - Enter the total number of requests for investigation that were rejected during the report month. "Rejected" means the request was received, reviewed, and will not be assigned for investigation (sum of Sub-items (1) and (2)).

(1) Inappropriate Referral - Use when investigation request is incomplete, does NOT meet the criteria listed for (2)

"Investigation Not Warranted" below, or does NOT meet one of the following criteria:

(a) An overpayment/overissuance has resulted from a recipient's failure to report information pertinent to eligibility or benefits.

(b) A questionable situation exists and the applicant/recipient or third party will not cooperate in providing necessary verification.

(c) The program staff person finds inconsistent information and any further action on his/her part could affect the investigator's ability to investigate the situation.

- (d) Allegations of employee fraud, collusion, or embezzlement.
  - (e) Forgery situations, providing that the negotiated instrument (e.g., warrant, ATP) has been redeemed.
  - (f) An investigation request from any governmental agency.
  - (g) A public complaint containing facts which substantiate the allegation of fraud.
- (2) Investigation Not Warranted - Use when the amount overpaid is below the amount which the DA will prosecute and the County has made other arrangements for restitution.

Item 5. Total Requests Pending at End of Month - Enter the total number of requests available during the report month that have not been accepted or rejected for investigation. This item is the difference between Item 3 and Item 4.

## SECTION II: INVESTIGATION CASELOAD

This section provides information on the volume of investigations accepted, completed, pending completion, and restitution amounts arranged by the SIU Unit.

Item 6. Pending Beginning of this Month - Enter the total number of investigation dispositions pending from last month. This item should agree with PART A, Item 10 of the prior month's report. If not, enter the correct data in Item 6 of the current report and note the reason for the discrepancy in Part H. COMMENTS.

Item 7. Number of Requests Accepted During Month - Enter the total number of requests for investigation that were accepted during the report month. This item should be the same as PART A, Item 4a of the current month's report or note the reason for the discrepancy in Part H. COMMENTS.

Item 8. Total Investigations Available During Month - Enter the sum of Item 6 plus Item 7.

Item 9. Total Investigations Completed During Month - Enter the total number of investigations completed during the report month. The investigation phase will be considered complete when the case has either been referred to and

accepted by the District Attorney for his/her action, or a final disposition has been made without an accepted referral to the District Attorney. Line sub-items "a" through "g" break the total down by primary element. Report only the final disposition which closes the investigation. There should be no duplicate dispositions per request.

- a. Accepted by District Attorney - Enter the total number of cases accepted by the District Attorney (DA) for final disposition through his/her authority.

NOTE: The case shall not be disposed of upon referral until the DA actually accepts the referral. Case referrals rejected by the DA should be closed and tabulated based on the final action by the County Welfare Department or Special Investigation Unit.

- b. Restitution/Administrative Closure - Enter the total number of cases in which the final disposition is made through a restitution agreement or administrative action without an accepted referral to the DA. Include the final disposition via grant adjustment, promissory note, citation hearing, full cash restitution, civil court judgment (when filed by a county unit other than the DA), etc.

NOTE: The investigative phase is closed (on a case not accepted by the DA) when a restitution agreement is reached. The restitution agreement is the basis for closing the investigation whether or not full restitution (collection) has been made.

NOTE: Cases with restitution agreements referred to the county counsel or county collection units shall not be considered as a final disposition of the investigation unless a decision has been made not to refer the case to the District Attorney or the DA has rejected the referral. That is, a referral to these units is only a disposition if they are referred in lieu of a DA referral, or as the result of a rejection by the DA.

- c. Denial/Discontinuances - Enter the total number of completed investigations resulting in a denial of an application, discontinuance of eligibility, or a reduction in benefits. Only enter these dispositions here when the investigation is not disposable under sub-items "a" or "b".
- d. Allegation Unsubstantiated - Enter the total number of cases where the investigation phase determined no violation occurred.
- e. Insufficient Evidence - Enter the total number of cases where the investigation is terminated and failed to determine if a violation occurred or not.
- f. Expiration of Statutes - Enter the total number of cases disposed of due to the Statute of Limitations or because the Statute will soon expire.
- g. Other - Enter the total number of investigations disposed of for reasons other than listed in sub-items "a" through "f". Case dispositions shall be specified by type in Part H, COMMENTS.

Item 10. Total Investigations Pending at End of Month - Enter the total number of investigation dispositions pending at the end of the report month. This item is the difference between Item 8 and Item 9.

Item 11. Restitution Arranged (Dollar Amounts) - Enter the total dollar amount of restitution arranged during the report month due to completed investigation activity. Include restitutions arranged via grant adjustment, promissory notes, civil court actions, full cash repayments, etc. Include those repayment agreements initiated prior to the investigation's completion as long as the repayment reflects public assistance monies obtained due to fraud overpayments or over-issuances and are a result of the labors of the SIU.

NOTE: In a combined AFDC/Food Stamp investigation where the investigation is tracked in both the AFDC column and the Food Stamp column, the restitution agreed to or ordered is to be reported in applicable columns. Restitution arrangements made by the District Attorney or the courts shall be reported in Part B, District Attorney Activity.

26-230.30 PART B. DISTRICT ATTORNEY ACTIVITY

26-230.30

This part of the report provides information on fraud referrals accepted by the District Attorney (DA) and the dispositions of the referrals.

Item 1. Referrals Pending Beginning of this Month - Enter the total number of referrals pending dispositions from last month. This item should agree with PART B, Item 5 of the prior month's report. If not, enter correct data in Item 1 of the current report and note the reason for the discrepancy in Part F, COMMENTS.

Item 2. Referrals Accepted During Month - Enter the total number of referrals accepted during the report month.

NOTE: In cases where the original aid group case is not accepted but a companion aid case is accepted, report this case in the applicable tracking column. Column shifts may occur here; however, the investigation and disposition of the case should be reported only once. This item should be the same as PART A, Item 9a of the current report; however, in cases where the referral has shifted columns in PART B, only the total column numbers will compare.

Item 3. Total Referrals Available During Month - Enter the sum of Item 1 plus Item 2.

Item 4. Total Dispositions During Month - Enter the total number of final dispositions completed during the report month. Line sub-items "a" through "h" break the total down by primary element. Report only the final disposition which closes the case. Column shifts may occur here.

NOTE: If there was a dismissal in the AFDC program portion of an AFDC-Food Stamp case and a conviction in the Food Stamp program portion, one disposition should be reported in the dismissal category and one in the conviction category under the appropriate program column.

26-230.30 PART B. DISTRICT ATTORNEY ACTIVITY (Continued) 26-230.30

- a. Convictions - Enter the total number of referrals (complaints) where there was a criminal conviction, from either a guilty plea or trial.
- b. Administrative Action - Enter the total number of referrals disposed of through a restitution agreement arranged as approved by the District Attorney and disposed of in lieu of criminal indictment. Include final dispositions through grant adjustment, agreements to repay, citation hearings, small claims court judgments, full cash restitution made, etc.
- c. Charge Pleaded - A charge pleaded exists when a case involving more than one program is accepted by the DA and the DA agrees to drop one program charge in order to obtain a guilty plea on the other program charge. The program in which the charge is dropped will be reported as "Charge Pleaded".
- d. Dismissals - Enter the total number of referrals (complaints) disposed of during the report month by dismissal after issuance of a complaint, including those dismissed by motion of the court, either prior to or at the trial, but only if the case is not remanded for administrative disposition.
- e. Acquittals - Enter the total number of referrals (complaints) disposed of by an acquittal.
- f. Declinations - Enter the total number of referrals declined by the DA and on which no other action will be taken. A preliminary decision not to prosecute pending further investigation is not a declination. Such cases shall be carried pending until further investigation is completed and a final disposition made. If the DA declines to take legal action on a referral after accepting the referral, and the investigation unit has included a valid and acceptable restitution arrangement in the investigation report, the disposition of the referral is not to be reported as disposed of through a declination to take legal action, but as an approved restitution arrangement in Part B, Item 4b, Administrative Action.

26-230.30 PART B. DISTRICT ATTORNEY ACTIVITY (Continued) 26-230.30

- g. Expiration of Statutes - Enter the total number of referrals disposed of due to the Statute of Limitations or because the Statute will soon expire.
- h. Other - Enter the number of referrals disposed of for reasons other than sub-item "a" through "g". Case dispositions shall be specified by type in Part F, COMMENTS.

Item 5. Total Referrals Pending at End of Month - Enter the total number of referral dispositions pending at the end of the report month. This item is the difference between Item 3 and Item 4.

Item 6. Restitution Arranged/Ordered (Dollar Amounts) - Enter the total dollar amount of restitution arranged/ordered during the report month by court action or the DA for cases reported in Item 4a, Criminal Conviction, Item 4b, Administrative Action, and Item 4h, Other (if applicable). Include restitutions arranged through grant adjustments, agreements to repay, civil court actions, full cash restitution, etc.

NOTE: In a combined AFDC-Food Stamp investigation where the investigation is tracked in both the AFDC and Food Stamp columns, the restitution agreed to or ordered is to be reported in applicable columns where the AFDC overpayment and the Food Stamp overissuance amounts are separately identified.

Item 7. Fines/Forfeitures (Dollar Amounts) - Enter the total dollar amounts of fines/forfeitures levied in one column only. This amount cannot be divided among two columns.

26-230.40 PART C. COMPLAINTS ISSUED 26-230.40

Item 1. Total Criminal Complaints Filed During Month - Enter the total number of criminal complaints filed during the report month due to referrals from the special investigation unit.

NOTE: There may be multiple complaints per referral, and all shall be entered in the applicable columns (i.e., if two complaints are filed in the referral of

26-230.40 PART B. DISTRICT ATTORNEY ACTIVITY (Continued)

26-230.40

an AFDC-Food Stamp case, one for the AFDC case and the other for the Food Stamp case, enter a complaint in the AFDC column and a complaint in the Food Stamp column.)

26-230.50 PART D. PERSONS DISQUALIFIED

26-230.50

Item 1. Persons Disqualified During Month as a Result of Fraud Prosecution - Enter number of persons ordered disqualified as a result of Food Stamp fraud prosecutions.

Item 2. Administrative Disqualifications During Month - Enter number of persons ordered disqualified as a result of Food Stamp fraud disqualification hearings.

26-230.60 PART E. COLLECTIONS

26-230.60

Item 1. Total Collections During Month (Dollar Amounts) - Enter the total dollar amount of restitution actually collected by (i.e., District Attorney, City Attorney, County Welfare Department, Collections), or for, the County Welfare Department during the report month. Report only those dollar amounts that reflect restitution for fraud overpayments or overissuances. Grant adjustments should be included in this amount if they reflect restitution for fraud overpayments or overissuances.

NOTE: In a combined AFDC-Food Stamp investigation where the investigation is tracked in both the AFDC and Food Stamp columns, the restitution agreed to or ordered is to be reported in applicable columns where the AFDC overpayment and the Food Stamp overissuance amounts are separately identified.

26-230.70 PART F. STAFFING

26-230.70

This part of the report provides information on investigator staffing in the Special Investigation Unit (SIU). Persons may or may not be assigned directly to the SIU. This data is to be reported on a Monthly basis. The entry will be the total of:

- a. Full-time staff who devote 100 percent of their time during the report month to conducting welfare fraud investigations.
- b. Part-time staff who devote all or part of their time to conducting

26-230.70 PART F. STAFFING (Continued)

26-230.70

welfare fraud investigations and full-time staff who devote only part of their time to conducting fraud investigations. To convert these staff to full-time equivalent positions, total the number of hours devoted to conducting fraud investigations and divide that total by the actual number of work hours during the report month. Use actual filled positions, to budgeted levels. A position filled one day of the month shall be considered filled for the month. Report in decimals rounded to two placed (e.g., .75). Do not use fractions in entries.

Investigators - Enter the total number of full-time equivalent positions whose primary function is investigating welfare fraud.

26-230.75 PART G. FOR USE UPON INSTRUCTIONS FROM DSS ONLY

26-230.75

26-230.80 PART H. COMMENTS

26-230.80

Discrepancies, special comments or explanations regarding data in this report are to be made in space provided. Additional pages may be attached if necessary.

26-230.90 FORM (DPA 266)

26-230.90

Fill in the information requested at the top and bottom of the Report Form and show the amounts required for each item. If an item is nonapplicable to your county, enter "NAP" in the appropriate item box. Zero entries need not be made.